

**From:** Carter, Timber  
**To:** Adams, Adam; Andrews, Bill; Bernier, Roberto; Brescia, Nicolas; Carter, Timber; Ruhl, Christopher; Delgado, Eric; Delgado, Paige; Enders, Thana; Ferguson, Ken; Fierro, John; Fife, Greg; Foster, Althea; Hayes, Mark; Jamie Bradsher; Jon Rinehart; Markham, Don; Markham, Frankie; Martin, John; Mason, Steve; McAteer, Mike; McKay, Tom; McQuiddy, David; Mizutowicz, Ted; Moore, Gary; Perry, Chris; Petersen, Chris; Rhotenberry, William; Rogers, Elizabeth; Smalley, Bryant; Smith, DonaldP; Smith, Monica; Sterrett, Karen; Todd, Brandi; Ward, Misty; Webster, Susan; Zehner, Warren  
**Subject:** Early Time and Attendance entry for PPE 9/30/17. Note due dates--Monday 9/25 for amended timecards& Wed 9/27 for this pay period.  
**Date:** Tuesday, September 19, 2017 8:11:09 AM  
**Attachments:** [image001.jpg](#)  
**Importance:** High

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**From:** Johnson, Peggy  
**Sent:** Monday, September 18, 2017 11:52 AM  
**To:** R6 Timekeepers <[R6\\_Timekeepers@epa.gov](mailto:R6_Timekeepers@epa.gov)>; R6 Supervisors <[R6\\_Supervisors@epa.gov](mailto:R6_Supervisors@epa.gov)>  
**Cc:** Contreras, Robert <[contreras.robert@epa.gov](mailto:contreras.robert@epa.gov)>  
**Subject:** Early Time and Attendance entry for PPE 9/30/17  
**Importance:** High

#### Early time and attendance entry for pay period ending Sept. 30

The upcoming PeoplePlus 9.2 Enhancement requires early time and attendance submission and approval for early payroll close-out. PeoplePlus will be offline from Sept. 29–Oct. 4 while the system is being upgraded.

Make sure you get paid on time! Employees will receive pay only after they and their supervisors approve their timecards in PeoplePlus. If a timecard is not approved by the deadlines, an employee's pay may be impacted or delayed for two to four days after the time that the employee and approving official submit an approved timecard in PeoplePlus.



For the pay period ending Sept. 30, the deadlines for entering and approving time are as follows:

- **Employees are required to input**, "attest and submit" and "save" **their time** and attendance information in PeoplePlus by 10 p.m. EDT on **Wednesday, Sept. 27**.
- **Supervisors must complete their approvals** of submitted timecards by 10 p.m. EDT on **Thursday, Sept. 28**.
- **For corrections** to prior timecards, **employees are required to input**, "attest and submit" and "save" their corrected time and attendance information in PeoplePlus by 10 p.m. EDT on **Monday, Sept. 25**.
- **Supervisors must complete their approvals of the corrected timecards** no later than 10 p.m. EDT on **Tuesday, Sept. 26**.

After the upgrade, employees will be able to access the previous version of PeoplePlus on the [OCFO intranet homepage](#) to make corrections/amendments to timecards from past pay periods.

Submitting and approving timecards in accordance with these deadlines will help minimize impacts on pay and allotments. These actions also will reduce delays in leave adjustments being reflected on employee Leave and Earnings Statements.

If you have questions regarding this schedule, please contact the OneStop Customer Service Help Desk at (202) 564-6236 or [HRPAYHELP@epa.gov](mailto:HRPAYHELP@epa.gov). For questions regarding the upgrade project visit the [Payroll Time and Attendance SharePoint Site](#).